

Steering Committee Minutes ~ 15 June | 2021

June 15, 2021 CCLINC Steering Committee Meeting – Minutes

Time: 2:00pm

CTO: 2:08PM

Attendees

B.J. Thompson (Central Carolina CC) Steering Committee Chair
Staci Wilson (Catawba Valley CC) Vice-Chair
Joel Ferdon (Stanly CC) Past Chair
Teresa Frohock (Rockingham CC) Cataloging/Serials Subcommittee Chair
Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair
Savvy DeHart (Southwestern CC) - Reference/Instruction Subcommittee Chair 2019-2020
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Paula Hopper (Beaufort CC) – Training Subcommittee Chair
Mary Anne Caudle (Martin CC) District 1 Representative
Stephanie Bowers (Pitt CC) District 2 Representative
Lisa Shores (Rowan-Cabarrus CC) District 3 Representative
Loren Mindell (Richmond Tech CC) District 4 Representative
Beverly Rufty (Mitchell CC) District 5 Representative
Alicia Hartley (Caldwell CC) District 6 Representative
Colleen Turnage (NCCCS) Director of Library Services
Drew McNaughton* SirsiDynix System Administrator
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management
Touger Vang* (Montgomery CC) CCCLA Representative
**Non-voting member*

Absent: Paula Hopper; Lisa Shores; Savvy DeHart

Unable to attend:

Minutes for the 6/15/21 meeting were approved by e-mail and posted on the NCCCS website on 6/21/21

I. Old Business

- a. **Cooperative Agreement**— Staci, Libby, and Joel will be meeting with Cheryl Kaminski, Associate Legal Counsel for the System Office, on October 26 to finish going over the Cooperative Agreement so that it can be sent out to Directors and Presidents for signing.
 - At the October 26 meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being “cancelled” per Jim Parker.
 - Joel, Staci, and Libby met with Jim Parker and Kathy Davis Monday, November 16 to discuss the “cancelling” of the Cooperative Agreement.
 - Staci, Libby, and Joel will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December 2.

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- Outcomes of the meeting with Jim Parker:
 - We have permission from Jim to finish revising the Cooperative Agreement with Cheryl.
 - Jim would like Joel (or another representative from the CCLINC Steering Committee—most likely Staci or Libby) to sit on the Enterprise Resource Planning (ERP) team at the System Office that includes other representatives from his area. This is a huge win for our consortium and, Joel hopes, will allow us stronger communication with the SO and the ability to voice issues we have.
 - Staci, Libby, and Joel met with Cheryl Kaminski and Kathy Davis on December 2, 2020. Cheryl made the group aware that she was very involved in other projects at the time and did not have time to review the Cooperative Agreement. Another date would be set in the future to go over potential changes and updates to the document. Both Kathy and Cheryl voiced their want to A. encourage non-CCLINC libraries to join CCLINC, and B. That the Steering Committee should work to recruit new voices who have not previously been associated with the committee. Another reminder was given that the System Office is responsible for the contracting and payment of the ILS and subsequently the overall prerogative for the consortium.
 - No new contact as of 2/16/21.
 - Update as of 5/25/21: Colleen last heard that the current Cooperative Agreement will stay in effect.
 - Per Kathy Davis—revising the Cooperative Agreement is on hold while legal wraps up EOY efforts. Follow back up with Cheryl K. in a month.
- b. **BLUECloud Mobile**—Report from Colleen and John. Status of meetings with SirsiDynix and implementation of App. Colleen had nothing new to report.
- **Directors and Deans interested in using the trial App can contact Colleen or Joel for a link to the App.**
 - Android version is ready to go, but the iOS portion is not ready.
 - Project is on hold at the System Office level.
 - Per John, a “developer license contract” needs to be signed. That signing happened initially, but needs resigning.
 - Per Colleen—Apple keeps adding steps/paperwork to release the BlueCloud Mobile to the Apple App store. The paperwork is now with Jim Parker for review.
 - Drew—he received several emails with libraries’ hours. Drew needs specific information from the libraries to be able to properly address the question and issue. Drew will be moving towards a help interface

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problem, but until then he needs specific information. Cut down on errors.

- Make sure to give context when sending Drew a message.
- Remind folks that the Sirsi email and number are still the same.
- Update for 2/16/21: Per Colleen, nothing new to report. Still trying to get the last piece of documentation approved.
- No updates on Apple approval. Kathy will follow-up.
- Update as of 5/25/21: Colleen said they added an incident ticket for an update. Waiting for a response.
- Per Kathy Davis—At the end of 6/7/21 week, heard back from Apple. Waiting on Jim Parker to sign off on one item and then the App will be released to the Apple Store. Will not be long until it is released.

c. **The cataloging Sub-Committee motion passed in March:**

- A motion to update the category 3 course codes: **That the course codes in category 3 of the Item Information be updated to reflect the current system-wide course codes of member libraries, and that these codes be updated on an annual basis.**
 - Current code list is only a partial list. Colleen noted that it makes the most sense to have all codes. Suggested the update correlate with the System update instead of yearly. Mary Anne agrees.
 - Staci asked how we find out when the updates come through. Kathy will get with Colleen on any changes. Next meeting for updates will be the Summer or Fall.
 - Colleen made the motion and Staci seconds. Motion passed to add all current course codes to Item Category 3 with periodic updates.
 - Drew gave an update 5/26/21: He just received all of the codes in the format he needs. There are 332 course codes. He will be adding those with his team.
 - Drew states they have been loaded into the test server. There were existing course codes in item category 3. Trying to avoid duplicates. Will have it loaded into production server before the end of June.

d. **Council of Community College Library Administrators (CCCLA) - CCCLA as ex-officio advisor is listed in the Cooperative Agreement.**

- Colleen suggested Staci serve as both. Can this be done?
- Staci would like to bring someone from CCCLA over.
- Staci will ask the group for a volunteer.
- Welcome, Touger Vang, CCCLA Rep!

II. **New Business**

- ### a. **Sirsi – Drew McNaughton:** DELETEME process - I'd like to request that all libraries run their yearly statistical reports during the first full week in July (7/5-

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7/9). I plan to process the DELETED items and purge them from the system before the end of July.

- Drew will still be running the FY21 circulation and ILL reports for all of the libraries.
- Drew asks that libraries run their reports during the actual week of 7/5-7/9. Everything needs to be done before July 23.
- Reports are best run in the evening when fewer people are on the system. The server performs a halt/initialize/run (HIR) sequence at 3:55 am every morning to address all of the work from the day before. Running reports before this time could exclude work that had been performed during the day as that work may not be written to the logs yet. Drew suggests individuals consider running statistical reports the day after the date they want to capture. They should still consider scheduling these reports to run after the library has closed.
- BJ asks that Drew send out a system-wide email clarifying for all libraries.
- Touger asks for clarification on what types of reports Drew is referring to. BJ clarifies by stating that statistical reports for the year are being referred to.
- Colleen recommends new Directors get logins for the OpenNCCC so that they can receive information about processes for new Directors as it relates to CCLINC and SirsiDynix. Easier to search for questions and topics in OpenNCCC.
- Jennifer Mincey offers for Reports Subcommittee to answer any reports-related questions that anyone has.

III. *Subcommittee and District Reports*

a. **District Reports :**

District 1—Mary Anne Caudle: One request—training on reports. The request came from Lola Bradley at Wilson CC. Mary Anne asks if Drew will be doing reports training like John did. BJ recommends sending this request to Paula and the Training Subcommittee. Drew says that he can do trainings, but that everyone should use Mentor through the SirsiDynix support center. Colleen states that there is a reports basics training through that support center. Drew is happy to set up a weekly or monthly “Ask Sirsi” training program.

District 2—Stephanie Bowers: No report.

District 3—Lisa Shores: Not present.

District 4—Loren Mindell: No report.

District 5—Beverly Rufty: Touger has started reaching out to the District 5 reps to have a meeting in July.

District 6—Alicia Hartley: No report.

b. **Lending Services – Lisa Dees—** No report.

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- c. **Cataloging/Serials – Teresa Frohock** – No report.
- d. **Reports—Jennifer Mincey** – Jennifer mentioned that they will be updating the reports manual. Colleen suggests that the Reports Subcommittee and the Training Subcommittee come together for potential collaboration.
- e. **Reference/Instruction Services – Savvy DeHart** – Not present.
- f. **Training—Paula Hopper**—Contacted Charles and he had not set up a training group. She would like to solicit members for her subcommittee. If you know of anyone who is willing and able, contact Paula or send her their contact information. Paula asks, “when you look to ‘training,’ other than depending on system office personnel, what or who do you use for library staff training and, if working with the students/public, what training are you doing and how did that particular need arise?” Mary Anne asks if Paula was referring to Sirsi-specific training or training in general? BJ believes Paula is referencing Sirsi-specific training. Teresa and Colleen suggest that Paula post this to OpenNCCC and to send an email out to the whole consortium to solicit this information. Jennifer Mincey states that Wake Tech does peer training. BJ states that Central Carolina does peer training as well. BJ states that she will crowdsource how folks conduct training in her monthly update email, which will go out after this meeting. Drew asks that Paula reach out to him to collaborate on trainings.

IV. **Next meeting will be July 20, 2021**

V. Meeting adjourned: 2:44PM